

# NETL

# Vacancy Announcement

**U.S. DEPARTMENT OF ENERGY - NATIONAL ENERGY TECHNOLOGY LABORATORY (NETL)**

**ANNOUNCEMENT NO.:** NETL-05-34

**OPENING DATE:** 12/19/2005

**CLOSING DATE:** 01/31/2006

**POSITION:** Financial Manager, GS-505-15

**LOCATION:** Office of Institutional and Business Operations  
Financial Management Division  
Morgantown, WV or Pittsburgh, PA

**SUBJECT TO:**  
Supervisory Probationary Period  
Employment & Financial Interest Disclosure  
Agreement Covering Discoveries, Inventions and Improvements  
DOE CTAP (See Attached)  
DOE ICTAP (See Attached)  
1st Year Probationary Period (See Notes)

**PROMOTION POTENTIAL:** None

**SALARY RANGE:** (Includes locality pay)  
Morgantown, WV: \$100,129 - \$130,173 per annum  
Pittsburgh, PA: \$101,151 - \$131,501 per annum

**AREA OF CONSIDERATION:** All Sources – Any Qualified U.S. Citizen

**DUTIES AND RESPONSIBILITIES:** As the Financial Manager, the incumbent of this position serves as the Director, Financial Management Division and Chief Financial Officer (CFO) for the National Energy Technology Laboratory (NETL) and is responsible for planning and executing the procedures, policies and programs related to budgeting, accounting and financial analysis activities as well as financial management oversight and contractor internal control programs/activities for a multi-million dollar budget. The incumbent serves in a key management position with overall responsibility for managing funds and advising senior management officials on financial matters through three subordinate functions: accounting, budget, and financial analysis and internal review. Establishes financial, accounting, and

budgetary policy, standards, procedures, and programs required for the effective fiscal operation of the Laboratory. He/she directs the implementation of all budget, accounting, and fiscal planning and control activities; certifies funding availability for all contractual actions and executes the Laboratory's budget and accounting programs; identifies and obtains necessary ADP support to assure efficient operation; provides timely financial data, evaluation, and analyses of the Laboratory's programs/projects; and controls the Laboratory's centralized travel activities. The incumbent is responsible for providing leadership and supervision to a staff of budget and financial analysts, accountants and support personnel which includes a full range of administrative duties such as assigning work, evaluating performance, approving leave, resolving employee complaints, approving training, developing personnel, etc.

**QUALIFICATION REQUIREMENTS:** Applicants must have general and/or specialized experience and any selective placement factors as described below. This requirement is in accordance with the OPM Qualifications Standards Operating Manual, available in any Government Personnel Office, which specifies when and how education may be substituted for the experience.

Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service which has equipped them with the specific knowledge, skills and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled as demonstrated by experience in business management, accounting, budget execution, financial and management analysis and systems development.

To be selected for this position the applicant will have to meet the requirement for approval of qualifications by DOE's Chief Financial Officer in accordance with DOE Order 520.1, Office of Chief Financial Officer.

**BASIS OF EVALUATION:** Qualified applicants will be rated against the established quality ranking factors (QRF). The extent to which a candidate possesses each knowledge, skill, and/or ability will be determined by measuring the level of experience, education, and training as they relate to each quality ranking factor. The quality ranking factors listed below have been weighted by the Selecting Official based on their relative importance to the position being filled. **RATING/RANKING OF APPLICANTS WILL BE BASED SOLELY ON INFORMATION CONTAINED IN THE CANDIDATE'S APPLICATION PACKAGE; THEREFORE, CANDIDATES ARE REQUESTED TO SPECIFICALLY ADDRESS EACH QUALITY RANKING FACTOR AND HIGHLIGHT THE SIGNIFICANCE OF THEIR SPECIFIC EXPERIENCE. FAILURE TO ADDRESS THE QUALITY RANKING FACTORS MAY RESULT IN A LOWER RATING.**

1. Ability to supervise, including selection and advancement of employees with regard to EEO and labor relations regulations. (10%)
2. Ability to devise organizational plans and procedures, establish program objectives or performance goals, and assess progress towards achievement. (10%)

3. Skill in analyzing facts, alternatives, and problems and making recommendations/decisions. (10%)
4. Skill in oral and written communications, including ability to communicate effectively with individuals or groups with different backgrounds, aims, and/or interests. (10%)
5. Ability to listen, discuss problems, and facilitate problem solving using a team approach and cooperation. (10%)
6. Knowledge of legislative and administrative processes, laws, regulations relating to financial management, and ability to initiate, formulate and implement financial, budgetary and evaluative programs. (10%)
7. Knowledge of Chief Financial Officer's Act and Federal financial management, accounting guidance and procedures. (15%)
8. Knowledge of Federal appropriation and budget process and ability to formulate, justify and execute the budget. (10%)
9. Knowledge of business management including the ability to interpret and analyze financial data and present findings and propose solutions. (15%)

**NOTES:**

The U.S. Department of Energy is an Equal Opportunity Employer.

This position is also being announced Government-wide (NETL-05-33). Please specify on your application which announcement number(s) you are applying under. Status applicants may apply under either or both vacancy announcements but must specifically identify the vacancy announcement number on each application form.

Relocation expenses may be authorized in accordance with Federal Travel Personnel Regulations. The decision to pay relocation expenses will be determined prior to selection based on budgetary constraints.

Probationary period applies to applicants appointed through All Sources announcements.

As a condition of employment, new employees are required to arrange for direct deposit of paychecks.

NETL provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the NETL HR Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

You must include your Social Security number on your application.

This position is not included in the bargaining unit.

For more information about the National Energy Technology Laboratory (NETL), please visit our website at [www.netl.doe.gov](http://www.netl.doe.gov). The status of all NETL vacancy announcements can be found at [www.netl.doe.gov](http://www.netl.doe.gov) under career opportunities.

**TO APPLY:** Submit the following: (Note: Applications and any attached materials will not be returned.)

Either a current Optional Application for Federal Employment (OF-612 <http://www.opm.gov/Forms/html/of.asp>), or a Resume (which contains specific information outlined on the attachment to this announcement). Reference the vacancy announcement number on application. **Electronic version of an application will not be accepted.**

Supplementary statement addressing the quality ranking factors which highlights aspects of your background as they relate to the knowledge, skills, and abilities required by the position. Note: Rankings will be based solely on information contained in your application package. **Failure to address the quality ranking factors may result in a lower rating.**

Declaration of Federal Employment (OF-306 <http://www.opm.gov/Forms/html/of.asp>). This form is required if using the OF-612 or a Resume because it contains a statement certifying that to the best of your knowledge and belief, all of the information on and attached to the OF-306, is true, correct, complete, and made in good faith. False or fraudulent answers to any question on any part of this declaration or its attachments may be grounds for not hiring or for firing after beginning work, and may be punishable by fine or imprisonment.

DD-214 to claim 5-Point Veterans' Preference (see attached), if applicable.

Application for 10-Point Veterans' Preference (SF-15), if applicable.

Submit application material to the following office:

HUMAN RESOURCES DIVISION MS-921-204  
U S DEPT OF ENERGY - NETL  
626 Cochran's Mill Road  
P O BOX 10940  
PITTSBURGH PA 15236-0940

NETL will only accept applications through the U.S. Mail or Federal Express. Hand delivered or electronic applications will not be accepted from off-site applicants.

Applications must be received by the Human Resources Division on or before the closing date of the vacancy announcement or be postmarked by closing date and received by the Human Resources Division within 5 working days after the closing date. Late applications will not be considered.

Questions regarding this announcement may be addressed to Lisa McCartney at (412) 386-6018 or [mccartne@netl.doe.gov](mailto:mccartne@netl.doe.gov).

## **SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED EMPLOYEES**

### **Department of Energy (DOE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)**

If you are currently a DOE employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the DOE Agency Career Transition Assistance Program (CTAP). To be eligible for special priority selection under the DOE's Career Transition Assistance Program (CTAP) you must meet all of the following conditions:

1. Displaced Employee is: (A) a current DOE career or career-conditional competitive service employee in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area; or (B) a current DOE employee in the excepted service, serving on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given non-competitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has received a RIF separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside of the local commuting area.

Surplus Employee is: (A) a current employee serving under an appointment in the competitive service, in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a Certificate of Expected Separation (CES) or other official certification issued by DOE indicating that your position is surplus, for example, a notice of position abolishment, or a notice stating that you are eligible for discontinued service retirement; or (B) a current DOE employee serving on an excepted service appointment without time limit, at a GS-15 grade level or equivalent and below, who has been issued a certificate of expected separation or other official agency certification indicating that your position is surplus, for example, a notice of position abolishment or a notice stating that you are eligible for discontinued service retirement, and you have been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service.

You must submit one of the following with your application as proof of eligibility for this special selection priority: (A) a copy of the RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area; (B) Certificate of Expected Separation (CES) or other official notice from DOE indicating that you are surplus or eligible for discontinued service retirement; or (C) other official DOE certification identifying you as being in a surplus organization or occupation.

2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package.

4. Be currently employed by the DOE in the same commuting area of the position for which you are requesting priority consideration; or at DOE's discretion, occupy a position beyond the local commuting area. An eligible DOE employee outside the local commuting area, can only exercise selection priority when there are no eligible surplus and displaced DOE employees within the local commuting area who apply and are found well qualified.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position (final score on quality ranking factors is at the acceptable or above level).

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY  
CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE  
PROGRAM (ICTAP)**

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit one of the following as proof of eligibility for this special selection priority: a Reduction in Force (RIF) separation notice, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF or for declining a transfer of function or directed reassignment to another commuting area; official certification from an agency stating that it cannot place you and your injury compensation has been or is being terminated; official notification from the Office of Personnel Management (OPM) that your disability annuity has been or is being terminated; or official notification from the Military Department or National Guard Bureau that you have retired under 5 United States Code 8337(h) or 8456. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure Group I or II) at the GS-15 grade level or equivalent and below competitive service employees who:
    1. Received a specific **RIF** separation notice; or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area;
    2. Separated because of a compensable injury or illness as provided under the provisions of Subchapter I of Chapter 81 of Title 5, United States Code, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability under Sections 8337 or 8451 of Title 5, United States Code, and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired **ON** the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated through reduction in force, or removed for declining a transfer of function or directed reassignment outside the local commuting area.

**OR**

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.

**OR**

- C. A current Executive Branch agency employee in the excepted service, serving on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who is in receipt of a reduction in force separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside the local commuting area.

**OR**

- D. A former Executive Branch agency employee in the excepted service, who served on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has been separated through reduction in force or removed for declining a transfer of function or directed reassignment outside the local commuting area.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
  4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Be rated well-qualified for the position (final score on quality ranking factors is at the acceptable or above level).



## **VETERAN PREFERENCE IN HIRING:**

### **1. General Provisions**

If you are claiming 5-point preference, you must include on your resume (or an attached piece of paper) the following information: your dates of service, branch of service, and any campaign badges or expeditionary medals you received; and attach to your application material a copy of your DD-214, Certificate of Release or Discharge from Active Duty or other proof of eligibility. If you are claiming 10-point preference, you must attach a completed Standard Form (SF) 15, Application for 10-Point Veterans' Preference, along with the documentary proof described on that form.

You cannot receive preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, unless you are disabled or retired from the active military reserve. To receive veteran preference, your separation from active duty must have been under honorable conditions. This includes honorable and general discharges, but not clemency discharges. Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veteran preference.

### **2. 5-Point Preference**

You may qualify for 5-point preference under any one of the following conditions:

- A. If you served on active duty, other than in the Reserves, any time between December 7, 1941, and July 1, 1955 (if you were a Reservist called to active duty between February 1, 1955, and July 1, 1955), you must meet condition B. below.
- B. If you meet both of the following conditions:
  - 1. You served on active duty for more than 180 days, and
  - 2. You served on active duty any part of which was between July 2, 1955, and October 14, 1976, or you were a Reservist called to active duty between February 1, 1955, and October 14, 1976.
- C. If you meet both of the following conditions:
  - 1. You entered on active duty between October 15, 1976, and September 7, 1980, or were a Reservist who entered on active duty between October 15, 1976, and October 13, 1982, and
  - 2. You are a disabled veteran, or service must have been performed during a war or in a campaign or expedition for which a campaign badge or Expeditionary Medal has been authorized.
- D. If you enlisted in the Armed Forces after September 7, 1980, or entered active duty other than by enlistment on or after October 14, 1982, and meet either of the following conditions:
  - 1. Your service must have been performed during a war or in a campaign or expedition for which a Campaign Badge or Expeditionary Medal has been authorized, and either

completed 24 months of continuous active duty or the full period called or ordered to active duty, or were discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173, or

2. You are a disabled veteran.

**NOTE:** Under a new law, the Defense Authorization Act of November 18, 1997, veterans' preference is accorded anyone who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to anyone who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. Otherwise eligible means that a person must have been separated from the service under honorable conditions and have served continuously for a minimum of 24 months or the full period for which called or ordered to active duty. The law also authorizes the Armed Forces Expeditionary Medal for service in Bosnia during Operation Joint Endeavor (November 29, 1995-December 20, 1996) and Operation Joint Guard (December 20, 1996-to be determined). The Secretary of each military department decides which members are eligible. The award of the Armed Forces Expeditionary Medal is qualifying for veterans' preference.

3. 10-Point Preference

If you are a disabled (compensable or non-compensable) veteran, a Purple Heart recipient, or the spouse, widow, or mother of a deceased or disabled veteran, you may qualify for 10-point preference, you must enclose with your resume a completed SF-15 along with the necessary documentary proof.

**NOTE:** More information on veterans' preference is available in the Vets Guide that can be accessed through the Internet at [www.opm.gov](http://www.opm.gov).

**Here's what your resume or application must contain (in addition to specific information requested in the job vacancy announcement):**

## **JOB INFORMATION**

Give the following information related to the job for which you are applying.

Announcement number

Title

Grade(s)

Identify the lowest pay or grade level you will accept. (You will not be considered for jobs which pay less than you indicated.)

## **PERSONAL INFORMATION**

Full name

Mailing address (*with ZIP Code*)

Day and evening phone numbers (*with area code*)

Social Security number

Country of citizenship (*Most Federal jobs require United States citizenship.*)

Veterans' preference

Reinstatement eligibility (*If requested, attach SF-50 proof of your career or career-conditional status.*)

Highest Federal civilian grade held (*Also give job series and dates held.*)

## **EDUCATION**

High school

Name, city, and state (ZIP code if known)

Date of diploma or GED

Colleges and universities

Name, city, and state (ZIP code if known)

Majors

Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

## **WORK EXPERIENCE**

Give the following information for your paid and nonpaid work experience related to the job for which you are applying. (*Do not send job descriptions.*)

Job title (*include series and grade if Federal job*)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (*month and year*)

Hours per week

Salary

Indicate if we may contact your current supervisor.

## **OTHER QUALIFICATIONS**

Job-related training courses (*title and year*).

Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job-related certificates and licenses (*current only*)

Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (*Give dates but do not send documents unless requested.*)

## **APPLICANT BACKGROUND SURVEY QUESTIONNAIRE**

### **PRIVACY INFORMATION**

#### **General**

The information is provided pursuant to Public Law 935-597 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

#### **Authority**

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

#### **Purpose and Routine Uses**

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

#### **Effects of Nondisclosure**

Providing this information is voluntary. No individual personnel selections are made based on this information.

### **GENERAL INSTRUCTIONS**

The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are **voluntary**. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

**Vacancy Announcement No.:** NETL-05-34

**Date (Month, Day, Year):**

**Position:** Financial Manager, GS-505-15

**Name:**

**How did you learn about the particular position or exam for which you are applying? (You may circle up to three choices.)**

01--Private Information Service

02--Magazine/Newspaper

03--Radio/TV

04--DOE Home Page

05--NETL Home Page

06--OPM USA Jobs

07--Minorities Job Bank

08--Other WEB sites (Specify): \_\_\_\_\_

09--Hard Copy of Vacancy Announcement

10--Agency Personnel Department

11--FRS-Federal Career Opportunities Listing

12--Federal/State/Local Job Information Center

13--Religious Organization

14--School or College Counselor or Other Official

15--Friend or Relative Working for the Agency

16--Friend or Relative Not Working for Agency

17--State Employment Office (Unemployment Office)

18--Private Employment Office

19--Other (Specify): \_\_\_\_\_

**Please categorize yourself in terms of the race/ethnic category and sex using the definitions below: (Please circle one.)**

#### **RACE/ETHNIC CODE:**

**A--American Indian or Alaskan Native**

Person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**B--Asian or Pacific Islander**

Person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**C--Black, Not of Hispanic Origin**

Person having origins in any of the black racial groups of Africa.

**D--Hispanic**

Person of Mexican, Puerto Rican, Cuban Central or South American, or other Spanish culture or origin, regardless of race.

**E--White, Not of Hispanic Origin**

Person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**SEX: (Please circle one.)**

1--Male

2--Female

**DISABILITY STATUS: (Please circle one.)**

You may submit this form as part of your application package; however, it will be removed upon receipt and forwarded to NETL's Office of the Economic Impact and Diversity Manager.

**Disability Status Codes:**

05. I do not have a disability.

16. Total deafness in both ears, with or without understandable speech.

23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device).

25. Blind in both eyes (no usable vision, may have some light perception).

28. Missing one arm or one leg.

33. Missing both hands or both arms or both feet or both legs.

35. Missing one hand or arm and one foot or leg.

64. Partial paralysis of both hands.

65. Partial paralysis of both legs, any part, or both arms, any part.

67. Partial paralysis of one side of the body, including one arm and one leg.

68. Partial paralysis of three or more major parts of the body (arms and legs).

71. Complete paralysis of both hands or both arms or both legs.

72. Complete paralysis of one arm or one leg.

76. Complete paralysis of lower half of body, including legs.

77. Complete paralysis of one side of body, including one arm and one leg.

78. Complete paralysis of three or more major parts (of body) (arms and legs).

82. Convulsive disorder (e.g., epilepsy).

90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).

91. Mental or emotional illness (a history of treatment for mental or emotional problems).

92. Severe distortion of limbs and/or spine (e.g., dwarfism, severe distortion of the back).

06. I have a disability, but it is not listed above. Describe: